ENCOMPASS
Town Hall

November 7, 2007

Agenda

- Project Updates – Steve Daniels
- Internal Controls – Marilyn Rudolph
- Training – Daniel Kinnamon
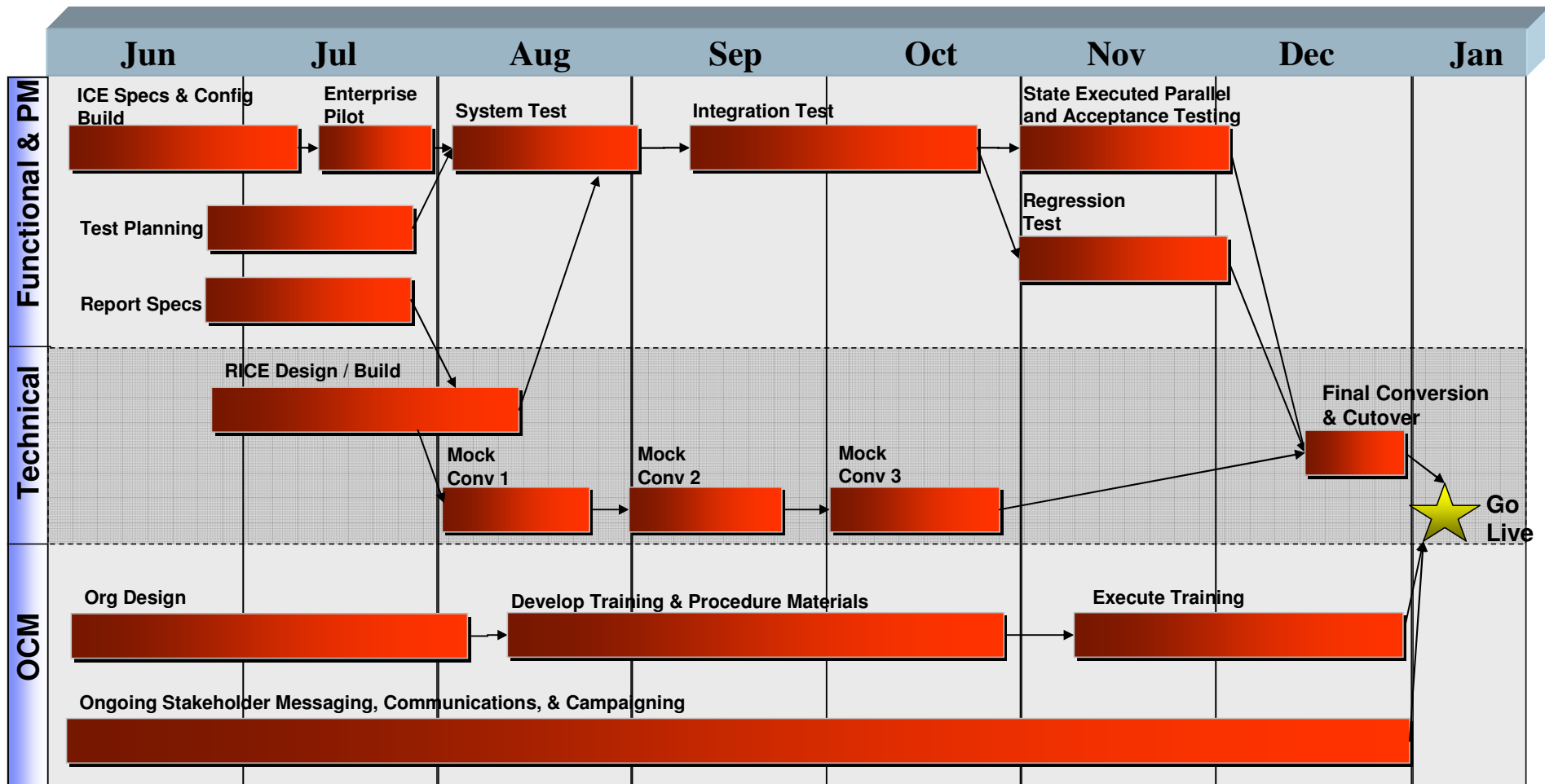
Project Updates

Project Updates

Project Schedule

- **On schedule for 1/2/08 go-live**

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan

Functional & PM
- ICE Specs & Config Build
- Enterprise Pilot
- System Test
- Integration Test
- State Executed Parallel and Acceptance Testing
- Test Planning
- Report Specs
- Regression Test

Technical
- RICE Design / Build
- Mock Conv 1
- Mock Conv 2
- Mock Conv 3
- Final Conversion & Cutover
- Go Live

OCM
- Org Design
- Develop Training & Procedure Materials
- Execute Training
- Ongoing Stakeholder Messaging, Communications, & Campaigning

Project Updates

Integration Testing

- The purpose is to ensure all enhancements and interfaces are fully tested at least once in order to confirm system capabilities

- Results: in scope interfaces and extensions tested at least once
  - Of the 10 identified as not targeted for integration test, 5 were tested and 5 will be tested during regression testing
  - 2 that should have been tested were not developed in time for integration test
  - A total of 64 of 71 interfaces and extensions were tested
  - 21 reports have been tested by IBM Team

Project Updates

- Dashboard Status as of 11/05/2007 - Summary

GL Balance	**45%**	**55%**
PO Balance	**55%**	**45%**
Assets Balance	**66%**	**34%**
Mapping – Core	**72%**	**28%**
Mapping – Projects	**45%**	**55%**
SDOs	**92%**	**08%**
Training Plan	**51%**	**49%**
SME Network	**46%**	**54%**
Internal Controls	**49%**	**51%**
File Formats	**80%**	**20%**
Policy/Procedures	**80%**	**20%**
Project Plan Checklist	**83%**	**17%**
Town Hall	**99%**	**01%**

GL Balance		45%	55%

Balancing and Reconciliation

- We closed GL module for the September accounting period on Oct 22

- Agencies should have reconciled FY08 financial transactions in PeopleSoft to the financial transactions maintained by AOS (financial objects 1, 4, and 5, purchase orders, and assets)

- See the Balancing and Reconciliation Handbook located on the ENCOMPASS website for detailed instructions

FY 2008 Accounting Period	Month	Balancing Reconciliation Completion Date	General Ledger Accounting Period Close Date
3	September	October 17, 2007	October 22, 2007
4	October	November 14, 2007	November 19, 2007
5	November	December 7, 2007	December 12, 2007

Project Updates

Balancing and Reconciliation (cont.)

- The ENCOMPASS project team developed a General Ledger reconciliation report that is now available on the ENCOMPASS website

- The report compares the PeopleSoft GL (ACTUALS) activity to AOS GL at the object level (Actuals Ledger / FOCAD AOS Recon)

Illustrate how to access the document

Project Updates

File Formats	80%	20%

Testing of Interfaces for Common File Layouts

PLEASE FOLLOW-UP WITH IT STAFF

- Any files imported into PeopleSoft or sent directly to AOS must be changed to match new file formats by 1/2/08
  - Existing upload formats most likely will not work
    - May not contain required fields
    - Moving to one standard for everyone
- Sandbox environment to allow for testing of interfaces
  - To be ready by Nov 15th at latest
  - Chartfield mapping must be complete before an agency can use Sandbox

Project Updates

Chartfield Mapping

- The deadline for completing core and project chartfield mapping is **November 21, 2007**

- Chartfield combinations that have not been mapped will be mapped to a default conversion chartfield

- Agencies will have the ability to alter and or map these default conversion values after November 21, 2007

Project Updates

Federal, State and Capital Funding Sources:

- Funding Sources are required for all Federal Projects and Capital Projects

- A unique Federal Funding Source is required for every distinct Federal Grant Award and Federal Appropriation

- A unique State Funding Source is required for every "new" State Fund that provides matching funds by State Appropriation Year

- Capital Funding Sources will be created by OMB/GMIS for all State Capital Appropriations

- State Funding Sources will be created by OMB/GMIS for State Matching Funds included in the Appropriation Transfer List

- All other Federal & State Funding Sources will be created by GMIS based upon requests from State Agencies

Project Updates

Agency Responsibilities for Project Module Configuration:

- Submission of New Value Requests where Outstanding

- Mapping of Project Module Values where Outstanding

- Requests for New Funding Sources

- Setup of Project Budget for Each Newly Created Project

- Setup of Funding Source Allocation and Funds Distribution for Federal and Capital Projects

- Provide Project Attribute & Activity Attribute Information

- Calculate Beginning Project Budget and Funding Source Balances as of 1/2/08

- Calculate Beginning Fund Balances for New State and Federal Funds for Mixed Federal Funds

Project Updates

Fund Center to Fund Mapping

- See ENCOMPASS Website (Chart of Accounts)

- Review Federal fund centers

  – Mapped by Federal agency providing funds

    • Educated guess based on A-133 submission to SBOA

- Will be updated as new centers are added, but current mappings will not change

- Send questions to ENCOMPASS@sba.in.gov

Project Updates

Current nVision Reports and Queries

- Reminder: reports and queries based on Center (Program) chartfield will not contain meaningful data beginning in January and may not work

  – Control chartfield for budget checking will be Fund and not Center (Program)

- ENCOMPASS reports in Alchemy should replace most of the need for these items

  – Projects module reports to be used for grant reporting

Project Updates

Transition Plan

- December 20th (EOD) PeopleSoft Financials shuts down

- December 27th (EOD) GEAC shuts down

  - Daily Child Support and Revenue refund payments
  - Will work on items in pipeline – don't send new items
    - Will have to be re-done after Jan 2

- Prepare now for operational impact – accelerate as needed

  - Please submit items due in Dec 20 – Jan 2 timeframe only

  - Due after Jan 2 – wait until after conversion

  - Issues → CFO must e-mail ENCOMPASS@sba.in.gov

- Reports of Collections will still be accepted by TOS

Business Process Updates

- <u>Receivers:</u> The following fields are mandatory:

  – Asset Tag Number

  – Custodian

  – Location

- All contracts should be encumbered in PeopleSoft

  – Not just points 3, 4, and 5

  – Earmark the funding for these items

  – In Jan, multiyear contracts should have a separate line for each fiscal year

Internal Controls
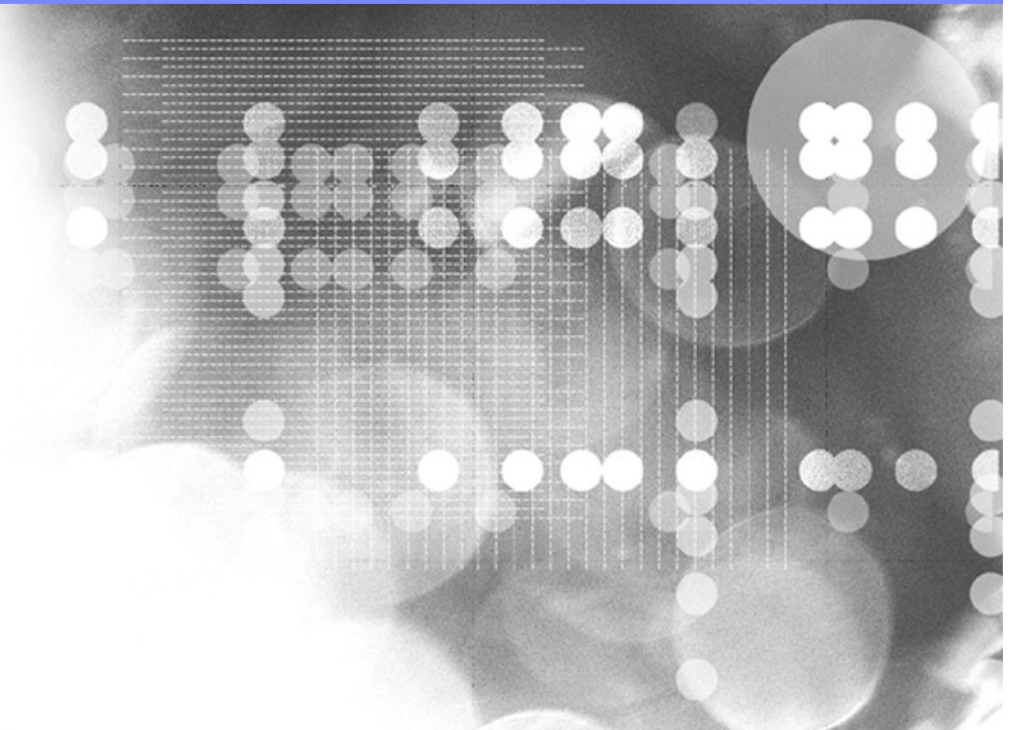
ePro Roles and Approvals – an option

Definition of Terms to be used:

- Requestor – the employee requesting the purchase

- Requisitioner – the employee entering the request into ePro

  Note: The Requestor and Requisitioner may, or may not, be the same person

- Buyer/Procurement Agent (agency) – agency employee delegated by IDOA Procurement; trained in purchasing procedures

- Physical Receiver – agency employee (not the Requestor or other purchasing role) who has certified receipt of goods and signed bill of lading from vendor (or PO)

Definition of Terms -- continued

- ENCOMPASS Receiver – preferably same as Physical Receiver – the agency employee who enters receipt of goods/services into ENCOMPASS

- Should NOT have been involved in any other step of the purchasing process; if not same as Physical Receiver, must make entry from paperwork signed by Physical Receiver

Basic Approvals at Agency

- PRCAGENT – Procurement Agent – Delegated by IDOA; if more than one, a Head Procurement Agent is determined

- FISCAL – Fiscal approver – Usually CFO or director of accounting department – must have knowledge of accounting rules, chart of accounts, etc.

- MGMT – Management approver – preferably direct supervisor of Requestor

  NO ONE should hold all three roles; PRCAGENT and FISCAL can NEVER be same person. Preferable that all three be separate individuals

  Additional levels may be added, as requested by agency, for certain types or cost of purchases

INTERNAL CONTROLS

PREFERRED:

- Requisitioner (REQ Entry), Buyer (PO Entry) and Receiver (RCVR) all separate individuals

OPTIONAL:

REQ Entry and PO Entry may be same individual IF:

- REQ Entry records Requestor (if different) and REQ is approved by 1) PRCAGENT; 2) FISCAL; and 3) MGMT

For all purchases regardless of roles, PO will be approved by:

1) Head Procurement Agent

2) FISCAL

RESPONSIBILITIES OF APPROVERS

The approver roles are very important in assuring accountability for the use of our revenues

PROCUREMENT AGENT APPROVAL – verifies and certifies that procurement rules are followed, procurement chartfields are correct

MANAGEMENT APPROVAL – verifies and certifies that purchase is necessary for department and in compliance with applicable regulations

FISCAL APPROVAL – verifies and certifies that all accounting entries are correct in order that reporting is accurate

Training

Training

- Thank you for registering, although we have 1100+ enrollments, we still don't have everyone in; the calendar is available on the ENCOMPASS website

  – http://myshare.in.gov/sba/encompass/default.aspx

- Asset Management classes will begin mid-November

- Accounts Receivable and Accounts Payable classes will begin in December

- As a reminder, these classes will not offer answers to configuration decisions; those questions need to be directed to the ENCOMPASS TEAM via email

- There are State **S**ubject **M**atter **E**xperts (SME's) available in every class

Training

- Both G/L Classes and the ROC Workshop began this past Monday

  – First G/L Class had 14 of 16 slots filled and 12 successful completions

  – Two individuals did not pass the exit exam and are being rescheduled to take the G/L class again

Training

- There is a yardstick for determining whether to sign up for AR class or the ROC workshop:

- 1) Does your agency currently or in the near future (Jan 1) receive cash in which an ROC will be created? If this answer is YES - the students MUST take the **ROC Workshop.** Keep in mind this may be the only necessary class for the student to take. If the answer is NO - this workshop is NOT required.

- 2) Does the Agency receive customer payments that need to be applied appropriately to the customer's accounts? If YES -the students MUST take the Accounts Receivable class. If the answer is NO - the workshop is NOT required.

Contact Information

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- Daniel Kinnamon, Auditor of State
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- Marilyn Rudolph, State Board of Accounts
  - e-mail: mrudolph@sboa.in.gov phone: (317) 234-4929

- Jim Welsh, GMIS Office
  - e-mail: jwelsh@iot.in.gov

Contact Information (cont.)

- **ENCOMPASS Website**

  – http://myshare.in.gov/sba/encompass

- **ENCOMPASS Email Address**

  – encompass@sba.in.gov

- **If you are having technical issues, submit them to GMIS**

  – http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp

We Welcome Your Feedback / Questions / Comments

Questions and Answers Session